Thomas J. Frank

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Education

Iowa State University   Ames, IA
Major: Bachelor of Science, Management Information Systems, May 2013
GPA: 3.48 out of 4.0

Work Experience

College Info Geek (collegeinfogeek.com)   Ames, IA
Founder and Head Geek   June 2010 – present
- Created one of the largest student-run blogs on the internet with over 235,000 monthly readers.
- Worked with Adobe, Sony, Vonage, and other companies to assist with student-centered promotions.
- Wrote over 400 articles on the subjects of productivity, studying, finance, health, music, and technology

ISU RISE   Ames, IA
Web Developer   August 2012 – February 2013
- Developed an automated script for research document processing that saved 240 man-hours of work
- Maintained and added new features to the RISE and PSRI websites

ISU Department of Residence   Ames, IA
Community Advisor   August 2011 – December 2011
- Helped to smoothly run a community of 62 students.
- Planned events for the both my hall and the entire BLF community.
- Helped run the hall desk, sort and deliver packages, and serve as a resource for students.

Principal Financial Group   Des Moines, IA
Network Administration Intern   May 2011 – August 2011
- Maintained The Principal's network infrastructure, updating proxy and firewall software.
- Developed an automation technique for IPControl updates that completely eliminated the need for manual updating.
- Created a set of financial analysis documents for a high-level IT service initiative.

ISU IT Services   Ames, IA
Web Developer   October 2010 – May 2011
- Developed and maintained university websites using PHP, XHTML, CSS, and other web technologies.
- Documented development procedures and update the department wiki.

Help Desk Analyst Level II   July 2009 – October 2010
- Provided first-tier support to a campus-wide base of over 30,000 users.
- Troubleshot hardware, software, and network connectivity issues on both Windows and Mac OS X platforms.
- Removed malware via command line and with antivirus tools.
- Wrote over 20 support articles for the support database.

ISU New Student Programs   Ames, IA
Cyclone Aide   January 2010 – January 2011
- Assisted in orienting over 4,000 incoming students and 6,000 family members to the university.
- Presented class registration information to over 400 incoming students in the College of Business.
- Planned and coordinated an academic success session and a money management session, both attended by over 1,500 students.
- Completed over 100 hours of training in public speaking, customer service, professionalism, and leadership.

Radiant Web Design   Ames, IA
Owner/Operations Manager   May 2009 – Present
- Started and operated a small business, generating $1,800 in sales within six months.
- Designed and developed five websites for small businesses using XHTML, CSS, JavaScript, and PHP.
- Handled marketing, client relations, invoicing and billing, and website hosting and maintenance.
- Working with entrepreneur Cactus Jack on web development and social media marketing.

Technical Skills
- Operating Systems: Windows XP/Vista/7, Mac OS X, iOS, and Ubuntu Linux
- Languages: XHTML, CSS, JavaScript, PHP, MySQL, and Java
- Other: WordPress, Social Media, TCP/IP networking, Unix command line

Leadership
- ISU Business Council webmaster – January 2010-May 2011
- Godfrey House Treasurer – May 2010-May 2011
- ISU College of Business Academic Standards Committee – August 2010-May 2011
- ISU College of Business Computer Advisory Committee – August 2010 – May 2011
- Salt Company sound tech – July 2010-December 2010
- Business Professionals of America state secretary/treasurer – 2007-2009

Honors and Awards
- Principal Scholar
- Federated Insurance Foundation Scholarship
- Cardinal Key Honors Society member
- ISU College of Business Dean's List
- ISU Carver Scholarship
- ISU Glenn G. Cooper Scholarship
- John and Mary Pappajohn Entrepreneurship Scholarship
- ISU University Honors Program member
- Phi Theta Kappa International Honors Society member
- National Honors Society member

Note: I've included most of my post-high school work history on my resume to provide a good number of examples for other students reading it. When developing your own resume, it's usually a good idea to keep it to one page, and tailor it to the specific company you're applying with.